



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Specifications and Advertisement for Bids for Printed Envelopes, 1996 Requirements

**MEETING DATE:** December 6, 1995

**SUBMITTED BY:** Finance Director

**RECOMMENDED ACTION:** That the City Council approve the specifications and authorize advertisement for bids for the City's 1996 requirements for printed envelopes.

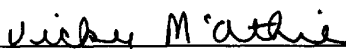
**BACKGROUND INFORMATION:** During the course of business the City uses a variety of printed envelopes. Most significant in volume are those used to mail utility bills and return payments. Lesser quantities are used for regular departmental correspondence, accounts payable checks, and business license applications.

This will be the third year the City has bid envelopes on an annual basis. In 1994, the City saved an estimated \$2,200 compared to 1993 costs. In 1995, prices increased because of a 40% jump in the cost of paper, but contract prices still were about 3% below 1992 costs for the same envelopes.

The specifications reflect projected requirements for the calendar year 1996 (Part I), as well as specific size and printing requirements for each type of envelope (Part II).

**FUNDING:** Estimated cost: \$14,500.00.  
Each department budgets annually for printing requirements, and funding for the purchase of envelopes is included in those budgeted amounts.

**BID OPENING:** January 3, 1996

  
Vicky McAthie, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED: \_\_\_\_\_

  
H. DIXON FLYNN  
City Manager

**SPECIFICATIONS**  
City of Lodi  
Printed Envelopes  
**PART I: 1996 Requirements**

<u>Envelope Description</u>	<u>1996 Req.</u>
#8 1/4 Special Window, Bus. Lic. Appl.	10,000
#9 Window, Accts Payable,	10,000
#9 Regular, Utility Payment	300,000
#9 Regular, Delinq. Utility Payment	25,000
#10 Regular, Letterhead	30,000
#10 Regular, Police Dept.	10,000
#10 Regular, Parks/Rec.	10,000
#10 Window, Utility Bill	300,000
#10 Window, Delinq. Utility Bill	25,000
#10 Window, City Letterhead	10,000
#10 Window, Police Dept.	5,000

NOTE: These quantities represent the City's best estimate of requirements for the calendar year 1996. Made in good faith, **THEY REPRESENT A COMMITMENT ON THE PART OF THE CITY OF LODI TO PURCHASE THESE ANNUAL REQUIREMENTS PRIOR TO DECEMBER 31, 1996. UPON AWARD OF BID, A PURCHASE ORDER WILL BE ISSUED TO PURCHASE THESE QUANTITIES. HOWEVER, DELIVERIES OF ENVELOPES WILL BE DETERMINED ONLY BY RELEASE ORDERS IN THE ESTIMATED AMOUNTS/MONTHS SHOWN IN SCHEDULE 1-B. IF PRINTER ELECTS TO PRODUCE ENTIRE AMOUNT UPON RECEIPT OF PURCHASE ORDER, PRINTER WILL BE RESPONSIBLE FOR PROPER STORAGE OF ENVELOPES PENDING ISSUANCE OF RELEASE ORDER(S).**

**SPECIFICATIONS**  
City of Lodi  
Printed Envelopes  
**PART I: 1996 Monthly Requirements**

<u>Envelope Description</u>	<u>Annual Req.</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
#8¾ Window, Bus. Lic. Appl.	10,000	-	-	-	-	-	-	-	-	-	10,000	-	-
#9 Window, Accts Payable,	10,000	-	-	10,000	-	-	-	-	-	-	-	-	-
#9 Regular, Utility Payment	300,000	-	-	75,000	-	-	75,000	-	-	75,000	-	-	75,000
#9 Regular, Delinq. Util. Paymt	25,000	-	-	-	-	12,500	-	-	-	-	-	12,500	-
#10 Regular, Letterhead	30,000	-	-	15,000	-	-	-	-	15,000	-	-	-	-
#10 Regular, Police Dept.	10,000	-	-	-	-	-	5,000	-	-	-	-	-	5,000
#10 Regular, Parks/Rec	10,000	-	-	-	-	-	-	10,000	-	-	-	-	-
#10 Window, Utility Bill	300,000	-	-	75,000	-	-	75,000	-	-	75,000	-	-	75,000
#10 Window, Delinq. Util Bill	25,000	-	-	-	-	12,500	-	-	-	-	-	12,500	-
#10 Window, Letterhead	10,000	-	-	-	5,000	-	-	-	-	5,000	-	-	-
#10 Window, Police Dept.	5,000	-	-	-	-	-	-	-	-	-	-	5,000	-

**NOTE:** These quantities represent the City's best estimate of requirements for the calendar year 1996. Made in good faith, **THEY REPRESENT A COMMITMENT OF THE PART OF THE CITY OF LODI TO PURCHASE THESE ANNUAL REQUIREMENTS PRIOR TO DECEMBER 31, 1996. UPON AWARD OF BID, A PURCHASE ORDER WILL BE ISSUED TO PURCHASE THESE QUANTITIES. HOWEVER, DELIVERIES OF ENVELOPES WILL BE DETERMINED ONLY BY RELEASE ORDERS IN THE ESTIMATED AMOUNTS/MONTHS SHOWN ABOVE. IF PRINTER ELECTS TO PRODUCE ENTIRE ORDER AMOUNT UPON RECEIPT OF PURCHASE ORDER, PRINTER WILL BE RESPONSIBLE FOR PROPER STORAGE OF ENVELOPES PENDING ISSUANCE OF RELEASE ORDER(S).**

SCHEDULE 1-B

## SPECIFICATIONS

City of Lodi

Printed Envelopes

### PART II: Envelope Specifications

Page 1

#### 8¾ Special Window:

(Business License Application)

Size: 3¾" x 8";

White Wove, Sub 24;

Diagonal Seam Style;

Printing: Offset printed 1-color black, one side;

Copy: To be typeset by the printer per sample furnished by the City;

Type style: "City of Lodi" - Helvetica Bold, spaced, 8-point;

Address: Helvetica 8-point;

Window: Poly-covered to meet U.S. Postal Service requirements;

Size: 1-3/16" x 4-1/16", located 13/16" from left edge of envelope, 2-7/8" down from the top, 1-5/8" up from the bottom;

Packaging: Case qty: 5,000/case, or 10 boxes of 500/box per case

#### #9 Standard Window:

(Accounts Payable)

Size: 3-7/8" x 8-7/8";

White Wove, Sub 24;

Inside security panel of printer's choice;

Diagonal Seam Style;

Printing: Offset printed 1-color Black, one side;

Copy: To be typeset by the printer per sample furnished by the City;

Type Style: "City of Lodi" - Helvetica Bold, 12-point, spaced;

"Accounts Payable" - Helvetica, 8-point;

Address - Helvetica, 8-point

Window: Poly-covered to meet U.S. Postal Service requirements;

Size: Standard 4½" x 1-1/8", located 7/8" from left side of envelope, 1/2" up from the bottom;

Packaging: Case qty: 2,500/case, or 5 boxes of 500/box per case

**SPECIFICATIONS**

City of Lodi

Printed Envelopes

**PART II: Envelope Specifications**

Page 2

**#9 Standard Regular:**  
(Utility Payment)

Size: 3-7/8" x 8-7/8";  
White Wove, Sub 24;  
Recycled Paper to meet State requirements;  
Diagonal Seam Style;  
Printing: Offset printed 1-color Black, two sides;  
Sorting Bar 1/4" wide, printed 1" down left side from upper  
left corner;  
FIM Marks and Bar Codes: Per sample furnished (Film  
Positives provided by City); FIM Marks and Bar Codes must  
meet U.S. Postal Service Requirements;  
Front Copy: To be typeset by the printer per sample furnished by  
the City;  
Type Style: Helvetica;  
Type Sizes: "From...": 8-point;  
"Place Stamp Here...": 6-point;  
"City of Lodi": 12-point;  
Address: 12-point  
Back Copy: Type Style: Helvetica, 12-point  
Color: Black;  
Copy: Text - Helvetica 10-point; Recycle Symbol to  
be typeset by the printer per sample furnished by the  
City;  
"Recyclable and..." and symbol: 10% screen;

Envelopes must be suitable for use as an insert on Pitney-Bowes insert-  
ing system.

Packaging: Case qty: 2,500/case, or 5 boxes of 500/box per case

**SPECIFICATIONS**

City of Lodi

Printed Envelopes

**PART II: Envelope Specifications**

Page 3

**#9 Standard Regular:**

(Delinquent Utility Payment)

Size: 3-7/8" x 8-7/8";  
Yellow, Wove, Sub 24;  
Recycled Paper to meet State requirements;  
Diagonal Seam Style;  
Printing: Offset printed 1-color Black, two sides;  
Sorting Bar 1/4" wide, printed 1" down left side from upper left corner;  
FIM Marks and Bar Codes: Per sample furnished (Film Positives provided by City); FIM Marks and Bar Codes must meet U.S. Postal Service Requirements;

Front Copy: To be typeset by the printer per sample furnished by the City;

Type Style: Helvetica;

Type Sizes: "From...": 8-point;

"Place Stamp Here...": 6-point;

"City of Lodi": 12-point;

Address: 12-point

Back Copy: To be typeset by the printer per sample furnished

Copy: "FOR PRIORITY PROCESSING.. THANK YOU"

Type Style: Helvetica, 12-point;

Color: Black;

Copy: "Recyclable and ..."

Type style: Helvetica 10-point;

Recycle Symbol to be typeset by the printer per sample furnished by the City;

"Recyclable and..." and symbol: 10% screen;

Envelopes must be suitable for use as an insert on Pitney-Bowes inserting system.

Packaging: Case qty: 2,500/case, or 5 boxes of 500/box per case

**#10 Regular, Letterhead**

Size: 4-1/8" x 9 1/2";

White Wove, Sub 24;

Diagonal Seam Style;

Printing: Offset printed 1-color black, one side;

Copy: To be typeset by the printer per sample furnished by the City;

Type Style: "City of Lodi" - CG Times Bold, 18-point;

Address: Helvetica 8-point;

Packaging: Case qty: 5 boxes of 500/box

**SPECIFICATIONS**

City of Lodi

Printed Envelopes

**PART II: Envelope Specifications**

Page 4

**#10 Regular, Police Dept:**

Size: 4-1/8" x 9½";  
White Wove, Sub 24;  
Diagonal Seam Style;  
Printing: Offset printed 1-color blue, one side;  
Copy: To be typeset by the printer per sample furnished by the City;  
(Artwork/photo screening to be furnished by the City);  
Type Style: "Lodi Police Department" - CG Times Bold, 12-point;  
Address: CG Times 10-point;  
"An honor to serve...": Souvenir Bold Italic, 8-point;

Packaging: Case qty: 5 boxes of 500/box

**#10 Regular, Parks/Rec Dept:**

Size: 4-1/8" x 9½";  
White Wove, Sub 24;  
Diagonal Seam Style;  
Printing: Offset printed 1-color brown, one side;  
Copy: To be screened and typeset by the printer per sample furnished  
by the City;  
(Artwork to be furnished by the City);  
Type Style: "Lodi Parks and Recreation Department" - Daisy Wheel  
Script 12-point;  
Address: Helvetica 11-point;

Packaging: Case qty: 5 boxes of 500/box

**SPECIFICATIONS**  
City of Lodi  
Printed Envelopes  
**PART II: Envelope Specifications**  
Page 5

**#10 Standard Window:** Size: 4-1/8" x 9½";  
(Utility Bill)  
White Wove, Sub 24;  
Recycled paper to meet State requirements;  
Diagonal Seam Style;  
Printing: Offset printed 1-color black, one-side;  
Copy: To be typeset by the printer per sample furnished by the City;  
Type Style: "City of Lodi" - CG Times Bold, 18-point;  
"Utility Bill Enclosed" - CG Times Bold, 16-point;  
Address: Helvetica, 10-point  
Postage Block: Helvetica, 9 and 11 point  
"Printed on Recycled Paper" - Helvetica, 9-point (10% Screen)  
Recycle symbol per sample, 10% Screen;  
Window: Poly-covered to meet U.S. Postal Service requirements;  
Size: Standard, 4½" x 1-1/8", located 7/8" from left side of  
envelope, and ½" up from the bottom;  
  
Packaging: 2,500/case, or 5 boxes of 500/box per case.

**#10 Standard Window:** Size: 4-1/8" x 9½";  
(Immediate Response Req.)  
Yellow, Wove, Sub 24;  
Recycled paper to meet State requirements;  
Diagonal Seam Style;  
Printing: Offset printed 1-color black, one-side;  
Copy: To be typeset by the printer per sample furnished by the City;  
Type Style: "City of Lodi" - CG Times Bold, 18-point;  
"Immediate Response Requested" - CG Times Bold,  
16-point;  
Address: Helvetica, 10-point  
"Printed on Recycled Paper" - Helvetica, 9-point (10% Screen)  
Recycle symbol per sample, 10% Screen;  
Window: Poly-covered to meet U.S. Postal Service requirements;  
Size: Standard, 4½" x 1-1/8", located 7/8" from left side of  
envelope, and ½" up from the bottom;  
  
Packaging: 2,500/case, or 5 boxes of 500/box per case.



**SPECIFICATIONS**

City of Lodi

Printed Envelopes

**PART II: Envelope Specifications**

Page 6

**#10 Standard Window:** Size: 4-1/8" x 9 1/2";  
(Police Dept) White Wove, Sub 24;  
Diagonal Seam Style;  
Printing: Offset printed 1-color blue, one-side;  
Copy: To be typeset by the printer per sample furnished by the City;  
  
(Artwork/photo screening to be furnished by the City);  
Type Style: "Lodi Police Department" - CG Times Bold, 12-point;  
Address: CG Times, 10-point  
"An honor to serve...": Souvenir Bold Italic, 8-point;  
Window: Poly-covered to meet U.S. Postal Service requirements;  
Size: Standard, 4 1/2" x 1-1/8", located 7/8" from left side of  
envelope, and 1/2" up from the bottom;  
  
Packaging: 2,500/case, or 5 boxes of 500/box per case.